

**MINUTES OF THE NOVEMBER 21, 2006
BUDGET AND PERSONNEL COMMITTEE MEETING**

Members Present

Nancy B. Conklin, Chairwoman

Members Absent

Glenn B. Wolffe

Anita W. Speidel

1. Call to Order.

Chairwoman Conklin called the meeting to order at 5:40 p.m. As there was not a quorum, items were forward to Council or postponed.

2. Public Comment.

- Mayor Tarr asked that Vice Mayor Speidel be added as a signature authority on all bank accounts.
- Mayor Tarr stated that Mr. Jeffries and other former employees need to be removed from Biz Access, online banking.
- Mayor Tarr addressed the Information Technology Specialist that was the agenda. He asked if current spending for this work had been compared with proposed salary and benefits. He felt this position should have familiarity with GIS.

Town Manager Ritter explained that a comparison had been made and the current budget with \$10,000 from the Police Department would cover the salary for this position.

Mayor Tarr wanted to make sure that there was enough work for the position. He also expressed concern about the proposed starting salary versus the pay of current staff. He also feels the position should have or obtain knowledge in AutoCad software.

- Mayor Tarr asked the Committee to consider hiring Springsted for filling the Planner position.
- Mayor Tarr also stated he supported the replacement of the K9.
- Police Chief Lewis told the Committee that on November 17th the Town's K9 had been killed. Chief Lewis explained that it would cost \$9800 for a new K9 and training. He felt that we could obtain the training in February 2007. He further stated that drug enforcement equipment had been budgeted, but would now like to use that money for the new K9 and training. Chief Lewis stated that approximately 30 arrest had been made with the use of the K9.

3. Presentation on Health Insurance Plans for Employees.

Ms. Carole Hammonds presented the Committee with two options to our current health insurance program, one from Local Choice and one from Professional Benefits Solution. Professional Benefits Solution would offer us the same plan we currently have with a 6% increase. However a firm price would not be available until our renewal rates had been established. They have also provided price quotes or Aetna and Anthem HMO and PPO. A firm price quote would not be available until February 2007.

Local Choice is an Anthem PPO plan. No prices were available at this time, but a firm price quote should be available in February 2007.

It was decided to revisit this matter again in February.

4. Employee Christmas Gifts.

Each year the Town has provided employees with a monetary Christmas gift. It was recommended to give each fulltime employee \$100 and each part-time employee \$50.

This item will be forwarded to Council.

5. New Position Descriptions.

A new position description for an Information Technology Specialist was presented for consideration. This position would be responsible for the Town's computer hardware, server and website. Also the position would be the administrator for the new software and assist in maintaining the GIS system.

A new position description for a part-time Waterworks position was presented for consideration. This position would provide technical resource, provide in-house training, reduce reliance on outside contractors for the development and monitoring of projects, and alleviate some of the administrative burden from the Public Works Director.

The salaries for both positions are within current budget.

This item will be forwarded to Council.

6. Committee Comments.

Chairwoman Conklin asked about the hiring of the Planner. Town Manager Ritter stated that no certified planners or individuals with a college degree in planning applied. The position will be re-advertised.

7. Adjournment.

Chairwoman Conklin adjourned the meeting at 6:20 p.m.